

14 June 1976

MEMORANDUM FOR: Mr. Knoche

Miscellany

1. Security Staff and Ops Center have been alerted to your desire for reading material on the way in to work. At a minimum, this will include the NID and PDB, with the availability of the Director's Cable Summary depending on how soon it gets printed. Any other items that have been selected for the Director's morning ride in will be made available to you. I hope to dry run this procedure later in the week to ensure everyone knows what he is supposed to do.

2. I will also start dry-running the cable deliveries on Wednesday, to guarantee we will get what we need when you take over. As the DCI, according to [ ] is in no hurry to see cable traffic (probably will take it home for evening study), any items I select out for you can be routed to [ ] to further select out for the DCI thereafter. We'll make up a little routing sheet to facilitate this.

3. As you intend to become the approval authority for COS's, Division Chiefs, etc., there are no doubt other functions now exercised by the Director which you will desire to assume. I've asked [ ] to get a likely list of same together for your perusal.

4. Regarding putting out a piece of paper on the reorganization of the front office, the EAG, etc., it appears desirable to do something relatively brief and informal, in the form of a Headquarters Notice, initially, and follow it up with a Regulation later. I am working on this assumption, and hence have asked [ ] to return to me the notes that [ ] and I prepared on our functions. (I'll cut down my own contribution.) I also have some items from [ ] Will ask the Regulation writers in DDA to put something together in draft for your consideration post haste.